



# Field Trip Scholarships to The Henry Ford

## Frequently Asked Questions

### Q: Who is eligible for the scholarships?

**A:** These scholarships are available to schools (public, parochial or independent) in which at least 30% of students receive free or reduced lunches.\*

The following chart outlines the criteria for the School Field Trip Scholarship Program.

| Free or Reduced Lunch Program* | Admission Cost Coverage |
|--------------------------------|-------------------------|
| 30%-69.9%                      | 50%                     |
| 70%-100%                       | 100%                    |

\*Based on the Michigan Department of Education – Grants Coordination and School Support School Breakfast and Lunch Information by District and Building as published in the current Michigan Education Directory. A similar source will be used for statistics in other states.

Dedicated scholarship funds are available for Pre K & Kindergarten students thanks to the PNC Foundation

### Q: How do you choose which applicants receive scholarships?

**A:** Applications will be prioritized based on whether the applicant has applied before and the strength of curriculum ties.

**Priority 1:** New applicant, strong curriculum ties.

**Priority 2:** New applicant, weaker curriculum ties.

**Priority 3:** Previous applicant, strong curriculum ties.

**Priority 4:** Previous applicant, weaker curriculum ties.

### Q: How do I apply?

**A:** Schools must submit the following via email or mail (faxes not accepted):

1. Completed application form.
2. Letter from the principal (see letter requirements on next page).
3. Applications submitted without the principal's letter are considered incomplete applications. Incomplete applications will not be reviewed by the scholarship committee.
4. We must have a specific date of your visit to complete your application. If you need to change the date, you may do so as long as the date remains within the time period in which you originally applied.



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**Q: When should I apply for a scholarship?**

**A:** We will begin accepting applications for the 2019-2020 school year on June 1, 2019. There are four deadlines.

|                      |  |
|----------------------|--|
| Fri., Sept. 13, 2019 | Fall Application Deadline<br>(for trips in October and November 2019)                |
| Fri., Oct. 18, 2019  | 1st Winter Application Deadline<br>(for trips in December 2019 and Jan and Feb 2020) |
| Fri., Jan. 24, 2020  | 2nd Winter Application Deadline<br>(for trips in March and Apr 2020)                 |
| Fri. Feb 22, 2020    | Spring Application Deadline-FINAL DEADLINE<br>(for trips in May, June and July 2020) |

**Q: What are my responsibilities?**

**A:** Teacher applicants must complete and return the feedback survey upon completion of their field trip. Failure to complete the survey could affect future scholarship eligibility.  
Note: Your feedback helps us improve our programs and secure continued scholarship funding.

**Q: What do the scholarships cover?**

**A:** Admission costs for students and group leaders to visit Henry Ford Museum of American Innovation™ or Greenfield Village®. Transportation costs (\$200 per 75 people) for visits to Henry Ford Museum of American Innovation, Greenfield Village, Ford Rouge Factory Tour or Giant Screen Experience. The scholarship does not cover costs associated with special on-site programs such as One-Room School.

**Q: Can I apply for both admission and transportation scholarships?**

**A:** Yes, simply check the boxes for Admission and Transportation Scholarships on the application form.

**Q: What must be included in the principal’s letter?**

**A:** The letter is to explain how the field trip supports your classroom curriculum and to verify support from your principal. It must accompany the application, be on school letterhead and include a signature.

**Q: What makes a strong curriculum tie?**

**A:** To demonstrate a strong curriculum tie, please explain exactly the topic studied in the classroom (for instance, the American Revolution, not “American history”). Also explain any particular exhibits, artifacts, activities or assignments the students will experience during their field trip to The Henry Ford. Examples of good principal letters can be found on [thehenryford.org/education/programs/field-trips/scholarships/](http://thehenryford.org/education/programs/field-trips/scholarships/).



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**Q: Does The Henry Ford provide the buses?**

**A:** No. The scholarship provides reimbursement for transportation at the rate of \$200 per 75 visitors as stated on the application form. The school is responsible for reserving field trip transportation and making payments.

**Q: When will I receive my check for the buses?**

**A:** Transportation reimbursement checks are mailed after your field trip. It is your responsibility to secure your own buses. If you are awarded the transportation scholarship, you will receive a reimbursement check within three weeks of your date of visit.

**Q: When will I be notified about acceptance?**

**A:** Applications will be reviewed immediately after each deadline. You will be notified of the decision within two weeks of the deadline.

**Q: What if my student count changes?**

**A:** Please be as accurate as possible estimating how many of your students will participate in the field trip. This will allow your classroom and other students in need of admission assistance to have a field trip this school year. Once you are awarded the admission scholarship, we understand that your student count may fluctuate. If your student count increases after you have received approval for a scholarship, this must be covered by the school. If there is a reduction in the number of students, this will be reflected in your scholarship. When your numbers change, it's imperative that you telephone the Call Center (313.982.6001, press 1) prior to your visit so that we can adjust your reservation. This will ensure a prompt check-in and accuracy in your ticket count on the day of your arrival. If you receive a scholarship at 50% admission coverage and you reduce your numbers, the number of scholarship admissions will be reduced to correspond with the 50% ratio.

**Q: How do I pick up my tickets?**

**A:** Tickets can be picked up at the Group Check-in counter either in advance or on the day of the visit. Additionally, for a small fee, your tickets can be shipped to you in advance. If you have an outstanding balance, we recommend that your balance be paid in full prior to your field trip. This will eliminate wait time and allow you more time to visit your chosen venue. Date changes must be in the same season.

**Q: What season and days are best to come to The Henry Ford?**

**A:** The spring season is The Henry Ford's busiest time for school groups; during the week, Thursdays and Fridays are the most popular. We recommend Monday, Tuesday or Wednesday field trips when possible.